

BASIC STEPS TO FILING A NEW CASE

General Overview

- 1.) Select Civil (blue bar) - Attorney Case Opening - Open Civil Case;
- 2.) Enter office (see below counties), case type (see below initial documents), and other court information;
- 3.) Enter the Civil Cover Sheet (JS-44) information, ex. jurisdiction, nature of suit, etc.;
- 4.) Add/Create the parties in the case;
- 5.) You will receive the case number and invited to “Docket Lead Event?” at the end of case opening. **NOTE: Please do not convert your Complaint to PDF until you have added the case number (ex. 1:06cv345) that you just received. All other pleadings should also include the Judicial Officer’s name(s).**

If you are filing an Application to proceed in forma pauperis, do not click on docket lead event. Instead select Civil (blue bar) - Motions - Proceed In Forma Pauperis;

- 6.) Select the filer of the document;
- 7.) Create the attorney/party association;
- 8.) Select the party that the filing is against;
- 9.) Specify the PDF file name and location for the document and attachments to be filed. NOTE: If you are filing a Petition for Removal, please make each of the state court documents a separate attachment to the Petition. If you are filing an Application to proceed in forma pauperis, please make sure to attach the complaint;
- 10.) Pay filing fee thru pay.gov (skips if application to proceed in forma pauperis is being filed);
- 11.) You will be asked one or two Yes/No questions.
- 12.) Modify the docket text as necessary;
- 13.) Submit the pleading to ECF;
- 14.) Receive the Notice of Electronic Filing;
- 15.) If applicable, docket Disclosure of Corporate Affiliations form.

Columbus counties				Cincinnati counties		Dayton counties	
Athens	Gallia	Logan	Perry	Adams	Hamilton	Champaign	Preble
Belmont	Guernsey	Madison	Pickaway	Brown	Highland	Clark	Shelby
Coshocton	Harrison	Meigs	Pike	Butler	Lawrence	Darke	
Delaware	Hocking	Monroe	Ross	Clermont	Scioto	Greene	
Fairfield	Jackson	Morgan	Union	Clinton	Warren	Miami	
Fayette	Jefferson	Morrow	Vinton			Montgomery	
Franklin	Knox	Muskingum	Washington				
	Licking	Noble					

Civil Case Initial Documents (cv)

Complaint
 Notice of Removal
 Petition for Writ of Habeas Corpus
 Petition to Enforce IRS Summons

Miscellaneous Case Initial Documents (mc)

Application for Stay of Execution
 Notice to Take Foreign Deposition
 Petition to Perpetuate Testimony
 Registration of Foreign Judgment